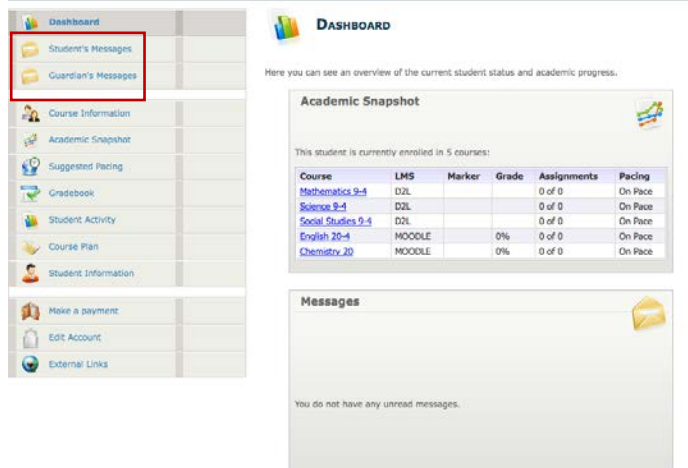


From time to time, your child or dependent's teacher, marker, or a member of the school's administrative or support staff may try to contact you through the Student Information System (SIS). Students have access to Student messaging, and Guardian's have access to both the child or dependent's messages as well as their own. You can view and respond to any of those messages by following these steps:

To View Messages Sent to You (Student or Guardian)

On the main menu, select **Student's Messages** or **Guardian's Messages**.



DASHBOARD

Here you can see an overview of the current student status and academic progress.

Academic Snapshot

This student is currently enrolled in 5 courses:

| Course | LMS | Marker | Grade | Assignments | Pacing |
|--------------------|--------|--------|--------|-------------|---------|
| Mathematics 9-4 | D2L | | 0 of 0 | 0 of 0 | On Pace |
| Science 9-4 | D2L | | 0 of 0 | 0 of 0 | On Pace |
| Social Studies 9-4 | D2L | | 0 of 0 | 0 of 0 | On Pace |
| English 20-4 | MOODLE | | 0% | 0 of 0 | On Pace |
| Chemistry 20 | MOODLE | | 0% | 0 of 0 | On Pace |

Messages

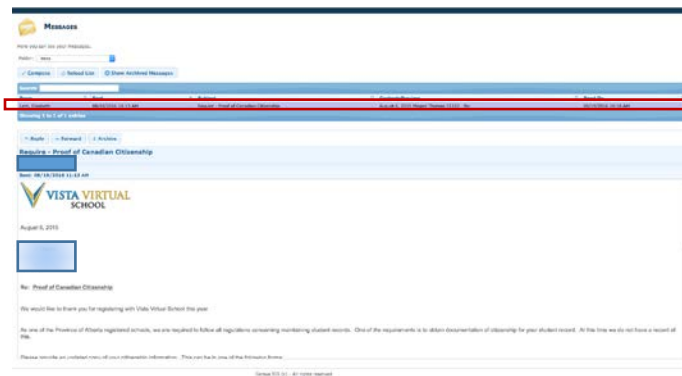
You do not have any unread messages.

Here you'll see a list of the messages you've received from the staff from you or your child/dependent's school.

Note: *In some cases a guardian may be copied on the email sent to a child/dependent, so it's possible for the same message to appear in both inboxes.*

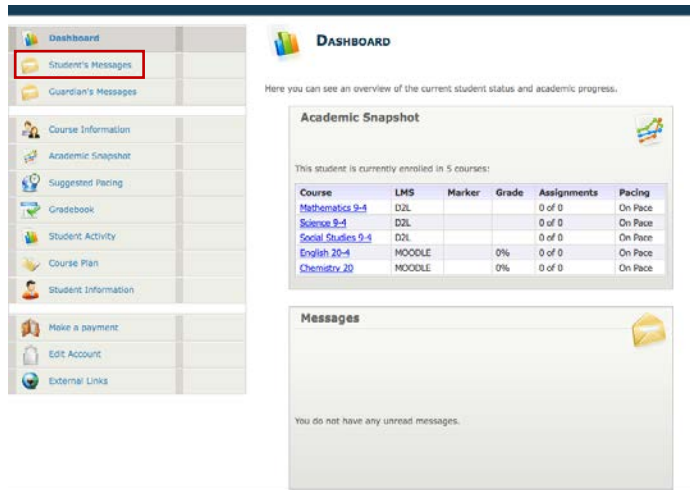


1. Click on a message to view the contents.



To View Messages Sent to the Student (guardian's can view all messages sent to a student)

1. On the main menu, select **Student's Messages**.

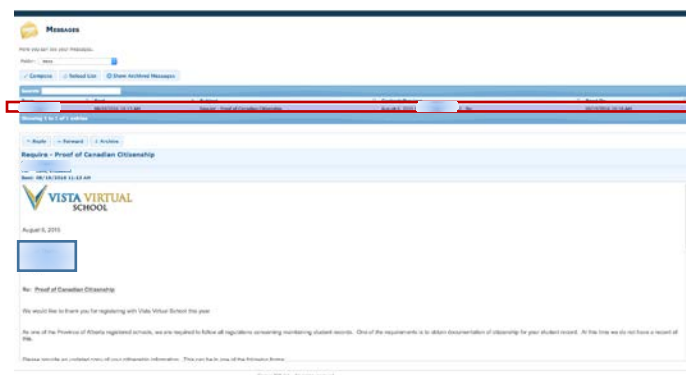


Here, you'll see a list of messages you have received from the school's staff.

Note: In some cases a guardian may be copied on the email sent to a child/dependent, so it's possible for the same message to appear in both inboxes.



2. Click on a message to view the contents.



To Respond to Messages

The messaging feature in SIS operates much like a conventional email program. You can click on any of the following buttons to respond to a message:

- **Compose** – Opens a new window for you to send an email to a recipient, such as your child or dependent’s teacher, marker, or a member of the school’s administrative or support staff.
- **Reply** – Includes the original message that you’re responding to and provides room for your reply.
- **Forward** – Forwards the contents of a message you received to someone other than the person who sent the original message..
- **Archive** – Moves older messages into a storage system without deleting them from memory.
- **Show Archived Messages** – Retrieves archived messages from the storage system so you can review them in detail.

Here you can see your messages.

Folder:

[Compose](#) [Reload List](#) [Show Archived Messages](#)

| Search: <input type="text"/> | |
|------------------------------|---------------------|
| From | Sent |
| Elizabeth Lam | 08/18/2016 11:13 AM |

Showing 1 to 1 of 1 entries

[Reply](#) [Forward](#) [Archive](#)

Require - Proof of Canadian Citizenship
Lam, Elizabeth

Contact

If at any time you have questions, please contact us at 1-855-974-5333 x5317 or vsupport@pembinahills.ca.